



Office of the Vice President for Finance and Administration
Campus Planning and Facilities
1910 University Drive Boise, Idaho 83725-1290
Phone 208-426-4319
Fax 208-426-3343

REQUEST FOR QUALIFICATIONS

November 5, 2012

TO: ARCHITECTS

FROM: Jill Fedigan, Capital Educational Facilities Planner

SUBJECT: CPF PROJECT NO. 13-001

Programming, New Physical and Material Science Building
Boise State University
Boise, Idaho

Submittals will be received at the office of Campus Planning and Facilities, 1910 University Drive, Boise, ID 83725-1290, until November 30, 2012, 5pm., for furnishing architectural programming/research and academic space planning services to Boise State University.

Questions that arise as a result of this Request For Qualifications should be addressed via email to:

Jill Fedigan, Capital Educational Facilities Planner
Boise State University
1910 University Drive
Boise, ID 83725-1290
jillfedigan@boisestate.edu

Program clarification and additional data may be requested by email only, with Jill Fedigan, Boise State University, jillfedigan@boisestate.edu.

The project will be funded by university funds. Boise State University will administer the project according to the terms and conditions of the award and State laws and guidelines.

DESCRIPTION OF PROJECT

The Physical and Materials Science Building will house teaching, research, and office space for Chemistry, Physics, and Materials Science. The building will include specialized and general use teaching space, lecture space, research space, and communal spaces for faculty and student interaction. Administrative offices and office support space will also be included in the building. A key programmatic requirement will be to address the current and future synergy of the Science and Engineering disciplines within the southeast expansion zone of the university's master plan.

REQUIRED SERVICES

The University is requesting submittals for comprehensive space programming and academic space planning services with an orientation toward both efficiency and innovation. A primary concern of the programming activity is to determine the appropriate building size and budget to adequately address current and future program needs. The work is primarily a programming effort and will therefore focus on design approach only as necessary to develop realistic cost expectations. A separate RFQ will be issued for complete design services for the building project upon completion of the programming effort subject to future availability of funds.

A total project budget of \$150,000 has been established to include fees, contingencies and tests.

Any proposing Architect shall be licensed to practice architecture in the State of Idaho.

A preliminary construction cost estimate and project duration estimate will be required.

The Programming Consultant/Architect will be responsible for space program development including adjacencies for all building spaces – common, departmental, office, instructional, and research. An analysis of needed classroom, teaching laboratories, and lecture space, by an experienced academic space planner, will need to be incorporated into the program. The analysis will develop appropriate utilization rates and college scheduling needs and outline classroom, instructional, and research space mix consistent with this analysis.

The Architect/Academic Planning Team shall keep in mind that code compliance, energy efficiency, and building maintenance concerns should be incorporated as appropriate into the program.

The Architect/Academic Planning Team will be required to meet monthly with the Capital Planning staff for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meeting will show fund expended in the completion of the project and specific accomplishments related to the completion of the project. Additional work sessions with Boise State University client user groups and design staff will be required.

The Architect shall produce the following major written products for review by Boise State University.

1. A preliminary report to Boise State University for use in preparing a report to the State Board of Education for approval of the project.
2. A recommended project budget.
3. A final report to Boise State University for any additional input and final acceptance.

Deliverables include but are not limited to:

- a. Appropriate building size (including number of floors and gross building square footage)
- b. Preliminary concept construction costs (including design, contingencies, fees, and FF&E)
- c. Academic space programming as noted above.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits which indicates the Architect's and Consultant's capability to provide creative, functional, flexible, and technologically sound programming and concept design solutions. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

Boise State University reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which demonstrate the team's experience in the successful programming of flexible university, institutional, or corporate facilities aimed at science and engineering education.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** The Architect and Consultants should demonstrate how their innovations in the programming of other projects have resulted in cost-effective, yet state-of-the-art facilities. Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from the Department of Public Works or any other government agency staff.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects who have done work with Boise State University in the past three years, a reference to the project or projects will be sufficient in lieu of examples.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with Boise State University and other clients is a highly important factor.

Submit seven (7) hard copies of the submittal and one (1) electronic copy.

EVALUATION

An evaluation committee consisting of persons from Boise State University, and an independent architect/engineer will rank the submittals, and at least three (3), but not more than five (5) firms may be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

PROPOSED DATES:

Receive Submittal	November 30, 2012
Oral Interviews	January 9-10, 2013
Negotiate Contract	Jan 21, 2013 – February 15, 2013
Preliminary Report	July 2013
Final Report	October 2013

SELECTION

Upon selection of a firm, Boise State University will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures could become contractual obligations. The successful firm will be required to sign an agreement including Boise State University's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

Boise State University reserves the right to reject any or all submittals received as a result of this request.

Boise State University may also negotiate separately with any source in any manner necessary to serve the best interests of Boise State University. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

END